

ITP KIDS Document Naming Standards

PURPOSE:

The purpose of this document is to ensure consistency in the way the Infant Toddler Program registers the names of files attached into ITP KIDS. Utilizing these standards will ensure that staff and contractors needing access to these documents can count on a specific name to a specific file, and will then be able to quickly identify the needed attachment.

NAMING STANDARDS:

ITP Document	Attachment Description
Acknowledgement	List specific Acknowledgement (ex: HIPAA; Parental Rights)
Addendums/Summary of Services *this will include all outcomes and/or Summary of Services related to addendums	Addendum - <u>list specifics</u> (ex: Addendum – add OT)
Autism Screener	Autism Screener
Child Outcome Summary (ECO's) – Entrance or Exit	ECO– <u>list specific</u> (ex: ECO-Entrance OR ECO-Exit)
Consent	Consent - <u>list specifics</u> (ex: Consent – Dev)
DD Redesign Application Packet	Redesign App
DD Redesign Budget Sheet	Redesign Budget
DD Redesign Eligibility letter	Redesign Elig Ltr
Eligibility Checklist	Elig Checklist
Evaluation Report	Eval – <u>list specifics</u> (ex: Eval-PT)
Financial Resource Form	Financial Form
Hearing Screening	Hearing Screener
IFSP – Part 1 Assessment & Planning Tool (5 pgs) (5 pgs: Demographic info, Family Info, Child/Family Routines, Resource Development, & Description of Child)	IFSP – Part 1
IFSP – Part 2 *this will include team member page, all outcomes, and parent signed summary of services page	IFSP – Part 2
Insurance	Insurance
Legal Documents	Legal - <u>list specifics</u> (ex: Legal-adoption;

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	legal-guardianship)
Map	Map
MDT Staffing Notes	MDT Staffing Notes
Medical Records	Medical Records
Part C Requests	Part C Request – <u>list specifics</u> (ex: Part C Request – swing)
Personal Correspondence (letters to school, parents, physicians, fax cover sheets)	<u>List specifics</u> (ex: Fax-Records Request; Letter-Physician; letter-transition planning; student elig report, etc)
Physician Progress Report	Progress Report
Physician's Order	PO – <u>list specifics</u> (ex: PO- SLP/Dev evals)
Prior Written Notice	PWN – <u>list to reflect Therapy, Service Coordination, Referral, or Exit</u> (ex: PWN-SC; PWN-Therapy; PWN-Referral; PWN-Exit)
Referral	Initial Referral
Release of Information	ROI – <u>list specifics</u> *Can attach all releases gathered at intake as one attachment – attach as ROI-Intake. * Any releases that come in at different times, please be sure to list specifics- (ex: ROI-Head Start)
SIB-R Report	SIB-R Report
Social Emotional Assessment Measure I-1, I-2, T-3, or T-4	SEAM – <u>list specifics</u> (ex: SEAM-T3)
Summary of Services *this is the doctor and agency signed copy	SOS – <u>list specifics</u> (ex: SOS-Annual; SOS-Initial; SOS – add OT; SOS – 6 mo review)
Vision Screener	Vision Screener
Welcome letter & Referral received PWN	Welcome letter/PWN

NOTE: Testing protocols are not to be uploaded in the child's electronic record; however, they are required to be kept by the administering therapist in their working file.